



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH

G. ERIK HOTTON JR., ARCHITECT
Georgia Department of Community Health
Division of Health Planning
2 Peachtree Street, NW, 5th Floor
Atlanta, Georgia 30303-3159
404/656-0457
Paper FAX 404/656-0654
E-mail FAX 770/344-4282
ehotton@dch.ga.gov
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INFORMATION FOR THE DESIGN AND CONSTRUCTION **OF:**

HOSPITALS **NURSING HOMES** **AMBULATORY SURGICAL TREATMENT CENTERS**

ALL construction projects, (*regardless of cost or C-O-N Reviewability*), involving new construction, renovations, alterations and/or additions shall be submitted to this office for review and shall be approved, in writing, by this office **PRIOR TO THE START OF CONSTRUCTION.**

The “**PLAN REVIEW GUIDELINES**” shall be followed when submitting plans for review.

Construction documents submitted for *final review* shall be sealed, signed and dated by the design professional in accordance with the Official Code of Georgia Chapter 43-4-15.

"The Law Governing the Practice of Architecture in Georgia and the Rules of the Board"

A copy of our “**DCH PLANS TRANSMITTAL LETTER**” shall be filled out and included with **ALL** plan submittals. A DCH project number, (IE: FULTON-1A), will be assigned upon first submittal and should be referenced on all submittals or correspondence thereafter.

The “**DCH CONSTRUCTION / RENOVATION PROGRAM NARRATIVE**” shall be filled out by the **owner** of the project and be included with the Construction Documents submitted for Final Review and issuance of the Construction Permit.

While it is permissible to submit schematic/preliminary and design development plans to this office by mail, it is customary and encouraged that an appointment be made for a sit-down review of the project. Only one copy of the floor plans are required for review, however, the design professional may wish to bring an additional copy to record notes, changes and other comments.

ONE set of Final Construction Documents shall be submitted to this office
A minimum of 45 days prior to the desired start of construction.

NEW for 2008 – Please include an electronic .pdf format copy of the floor plans only.

Due to the time required for a complete review and time commitments to other projects, sit-down reviews of final construction plans are not possible

SUBMISSION OF CONSTRUCTION DOCUMENTS FOR FINAL REVIEW SHALL INCLUDE THE FOLLOWING:

- (1) A copy of our "DCH PLANS TRANSMITTAL LETTER" filled out in its entirety.
- (2) A copy of our "DCH CONSTRUCTION/RENOVATION PROGRAM NARRATIVE" filled out in its entirety by the owner of the project along with one of the following if obtained by the owner:
 - (4a) A copy of a valid Certificate-of Need approval letter as issued by the Georgia Department of Community Health, Office of General Counsel.
 - (4b) A copy of a "Determination Letter" as issued by the Georgia Department of Community Health, Office of General Counsel. (Small projects under the current CON threshold which do not add new services or beds to a facility are not required to include a Determination letter.)
 - (4c) A copy of a "Letter of Non Reviewability" as issued by the Georgia Department of Community Health, Office of General Counsel.
(LNR's are issued for Single Specialty Ambulatory Surgery Centers)
- (3) ONE set of Construction Documents shall be submitted for review and shall include the following: Architectural, Civil, Mechanical, Electrical and Plumbing Drawings. Equipment, Finish, Door and Hardware Schedules shall also be provided. (Schedules shall be located on the drawings or the appropriate sections of the specifications book shall be submitted). (Structural Drawings and the complete Specification Books are not required).
- (4) ***NEW for 2008 – Please include an electronic .pdf format copy of the floor plans only.***

Please break down large sets of drawings into separate bindings no more than ½" thick.

DUE TO THE VOLUME OF CONSTRUCTION IN GEORGIA

CONSTRUCTION DOCUMENTS SHALL BE SUBMITTED FOR FINAL REVIEW

A MINIMUM OF 45 DAYS

PRIOR TO THE DESIRED START OF CONSTRUCTION

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Updated forms are available on our website

www.dch.georgia.gov

Look under "CON INFORMATION"

Click on "INFO FOR DESIGN AND CONSTRUCTION"

Healthcare projects may be subject to review and approval by the following authorities:
State Fire Marshals Office, (404) 656-7087
Local Fire and/or Building Authorities.
(We do not forward plans)